



COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles

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Gloria Molina
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Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

June 30, 2009

ADOPTED

Community Development Commission

Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

2-D

JUNE 30, 2009

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Dear Commissioners:

**APPROVE PURCHASE OF CISCO SMARTNET NETWORK MAINTENANCE
SERVICES FROM VERIZON SELECT SERVICES, INC. (ALL DISTRICTS) (3 VOTE)**

CIO RECOMMENDATION: (X) APPROVE
() APPROVE WITH MODIFICATION () DISAPPROVE

SUBJECT

This letter requests authority to purchase Cisco SMARTnet network maintenance services from Verizon Select Services, Inc. The services will be purchased under the County's Master Agreement Number MA-IS-42839-6 with Verizon Select Services, Inc, and will include technical support and maintenance on network equipment such as routers, servers, switches and other communication equipment located at Commission headquarters and all remote sites.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Executive Director to execute a purchase order for one year of Cisco SMARTnet network maintenance services from Verizon Select Services, Inc., using the County's Master Agreement Number MA-IS-42839-6, to be effective following execution by all parties; and authorize the Executive Director to use \$117,589.42 in administrative services funds included in the Commission's approved Fiscal Year 2009-2010 budget for this purpose.
2. Approve and authorize the Executive Director to execute additional purchase orders to extend the annual maintenance for up to two additional years, in one-year increments, at the sole discretion of the Commission, at a maximum cost of

\$123,500 per year, using funds to be approved through the Commission's annual budget process.

3. Find that the purchase of network maintenance services is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Commission utilizes Cisco equipment for its network communication system. When the equipment was originally purchased, it included one year's service. The service will expire on June 30, 2009.

Verizon Select Services, Inc. will provide Cisco SMARTnet services to continue maintenance and technical support for the Commission's Cisco network equipment. The services will include maintenance on the network equipment such as routers, servers, switches and other communication equipment located at Commission headquarters and remote sites. The services will begin July 1, 2009 and extend through June 30, 2010, and may be extended for two additional one-year terms.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The purchase will be funded with \$117,589.42 in administrative services funds included in the Commission's approved Fiscal Year 2009-2010 budget for this purpose. The maintenance services may be extended up to two additional years, at a maximum cost of \$123,500 per year, using funds to be approved through the Commission's annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Commission will receive service from the Cisco Technical Assistance Center for hardware configuration, software updates and replacement parts. In addition, the Cisco SMARTnet will provide 24/7 telephone or email support on priority issues.

The recommendation to purchase Cisco SMARTnet maintenance services from Verizon Select Services, Inc. has been approved by the County Chief Information Officer (CIO), based on the attached analysis.

CONTRACTING PROCESS

On May 14, 2009, the Commission issued a Request for Quotes from existing Los Angeles County Master Agreement vendors in order to identify a vendor to provide Cisco SMARTnet and Onsite Solutions services.

On May 22, 2009, three quotes were received and ranked by price. Verizon Select Services, Inc. provided the lowest quote.

The Commission is taking advantage of the pricing offered through the County's Master Agreement Number MA-IS-42839-6, dated April 7, 2009. The Commission is a party to the Master Agreement as a County Affiliate.

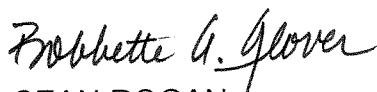
ENVIRONMENTAL DOCUMENTATION

Information Technology maintenance services are exempt from the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), because they involve activities that will not have a physical impact on or result in any physical changes to the environment. These activities are also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

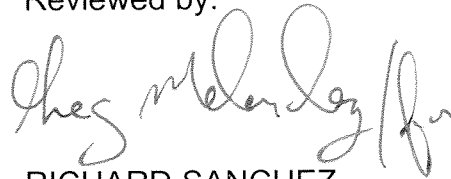
IMPACT ON CURRENT SERVICES

The maintenance service on current equipment is necessary to make the Commission's information technology network infrastructure fully operational for conducting daily business with minimal disruption to end users. By continuing maintenance on the current equipment, the Commission's network administrators can easily access replacement parts and receive telephone/email support and software updates along with documentation.

Respectfully submitted,


for SEAN ROGAN
Executive Director
COMMUNITY DEVELOPMENT COMMISSION
OF THE COUNTY OF LOS ANGELES

Reviewed by:


RICHARD SANCHEZ
Acting Chief Information Officer
COUNTY OF LOS ANGELES

cc: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors

Attachment

CIO ANALYSIS

CISCO SMARTNET NETWORK MAINTENANCE SERVICES FROM VERIZON SELECT SERVICES, INC.

CIO RECOMMENDATION:

☒ APPROVE
☐ DISAPPROVE

☐ APPROVE WITH MODIFICATION

Contract Type:

☒ New Contract
☐ Sole Source Contract

☐ Contract Amendment
☐ Hardware Acquisition

☐ Contract Extension
☐ Other (MSA)

New/Revised Contract Term:

Base Term: 3 Years

of Option Yrs: 0

Contract Components:

☐ Software
☒ Professional Services

☐ Hardware

☐ Telecommunications

Project Executive Sponsor: Sean Rogan, Executive Director

Budget Information :

Y-T-D Contract Expenditures	\$ 0
Maximum Contract Amount	\$ 363,589
Aggregate Project Amount	\$ 363,589

Project Background:

Yes	No	Question
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project legislatively mandated?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project sub vented?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved.

Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT and security standards?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Has data for this contract and/or project been entered into the Information Technology Tracking System (ITTS)? A one-time hardware purchase does not require tracking via ITTS.

Project/Contract Description:

The Community Development Commission (Commission) seeks Board authorization to execute up to three Purchase Order (PO) Agreements with Verizon Select Services, Inc. to provide maintenance services for the Commission's Cisco SMARTnet data networking equipment. The proposed cost will not exceed \$363,589 for three years of maintenance services.

Background:

The Commission upgraded its data communications network in 2008 with the acquisition and implementation of Cisco data networking equipment. This equipment, including routers, servers, switches and other communications equipment is located at Commission headquarters and remote facilities. The equipment purchase included one year of warranty service, which is due to expire by June 30, 2009.

In order to acquire sustaining network maintenance services, the Commission issued a Request for Quote to the four existing Los Angeles County Master Services Agreement (MA) vendors that provide Cisco SMARTnet and Onsite Solutions services. Three quotes were received and ranked by price. Verizon Select Services, Inc. provided the lowest quote. The Commission is taking advantage of the pricing offered through the County's MA-IS-42839-6, dated April 7, 2009. The Commission is a party to the MA as a County Affiliate.

Project Justification/Benefits:

The proposed maintenance agreement will allow the Commission to properly maintain and operate its data communication network, which is essential to supporting the provision of cost effective services to the public.

Project Metrics:

Transition from the current warranty maintenance to contracted maintenance will continue without interruption, assuming the agreement is executed by June 30, 2009.

Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved:

If this agreement is not approved, the Commission runs the risk of interruption of critical information technology infrastructure that supports their business operations and the timely provision of services to the public.

Alternatives Considered:

Quotes from three vendors were considered. The lowest priced quote was selected.

Project Risks:

There is minimal risk since this proposed annual maintenance agreement replaces the current warranty-based maintenance services.

Risk Mitigation Measures:

None.

Financial Analysis:

The Board is asked to authorize the Executive Director of the Commission to use \$117,589 in funds included in the Commission's approved Fiscal Year 2009-2010 budget for the stated purpose. In addition, the Board is asked to authorize the Executive Director to execute additional purchase orders to extend the annual maintenance for an additional two years, using funds to be approved through the Commission's annual budget process. The cost for the three-year agreement will not exceed \$363,589.

CIO Concerns:

None.

CIO Recommendations:

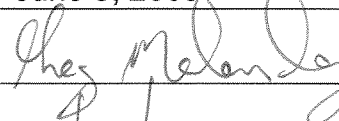
The Chief Information Office recommends Board approval of the proposed maintenance agreement.

CIO APPROVAL

Date Received: June 2, 2009

Prepared by: John Arnstein

Date: June 5, 2009

Approved: 

Date: 6/17/2009